

## ARIZONA CERTIFICATION PROGRAM CHECKLIST

This checklist is designed to help Instructor/Evaluators complete all of the steps required for submitting and conducting a successful certification program.

|                |   |                      |                          |
|----------------|---|----------------------|--------------------------|
| <b>STEP 1</b>  | <b>Plan for the certification program:</b><br>(1) Contact the OSFM<br>(2) Use an AZ certified Instructor/Evaluator<br>(3) Complete the program application package  | Check when completed | <input type="checkbox"/> |
| <b>STEP 2</b>  | <b>Submit a complete Program Application Package, including:</b><br>(1) Certification Program Application<br>(2) Program Facilities Verification Form<br>(3) Syllabus   | Check when completed | <input type="checkbox"/> |
| <b>STEP 3</b>  | Receive approval from OSFM <b>before</b> beginning program  | Check when completed | <input type="checkbox"/> |
| <b>STEP 4</b>  | Begin program   | Check when completed | <input type="checkbox"/> |
| <b>STEP 5</b>  | Distribute <i>Preparing for Certification Testing</i> handout to students   | Check when completed | <input type="checkbox"/> |
| <b>STEP 6</b>  | Provide copies of all OSFM skill sheets to students   | Check when completed | <input type="checkbox"/> |
| <b>STEP 7</b>  | Train and evaluate students on <b>all</b> cognitive and manipulative objectives   | Check when completed | <input type="checkbox"/> |
| <b>STEP 8</b>  | <b>Schedule certification testing by submitting these two forms to the OSFM at least 30 days before desired test date(s):</b><br>(1) Request for Certification Testing<br>(2) Roster of Candidates Eligible for Certification Testing   | Check when completed | <input type="checkbox"/> |
| <b>STEP 9</b>  | Students complete and Instructor/Evaluator signs Fire Fighter Certification Applications verifying that each student has been evaluated on <b>all</b> manipulative skills and that each student meets all required prerequisites for certification testing. Attach proof of hazardous materials training and emergency medical training or certification. | Check when completed | <input type="checkbox"/> |
| <b>STEP 10</b> | Written Certification Exam  | Check when completed | <input type="checkbox"/> |
| <b>STEP 11</b> | Practical Skill Certification Exam  | Check when completed | <input type="checkbox"/> |

Revised 05/05